

Capital Purchase Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Sue Steigerwald

Date Submitted: 1/30/2018

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? N/A

Description of the item and why the item is needed at this time.

A shipping container that will be insulated and modified to store the new trackless train scheduled to be delivered soon. The purchase will be made from the Depot Museum checking account.

Can your job be performed without the purchase of this item? Please explain below.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

Is this to replace a current capital asset? No
If so please list below the item being replaced and why it can not be used any longer.

How do you plan to dispose of the item that is being replaced?

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date